

#### § 17.57

(i) Identification of the information or class of documents for which the waiver is sought;

(ii) A detailed explanation of why the waiver should be granted;

(iii) The written determination of the Office, Board, Division or Bureau that the anticipated dissemination of the information or class of documents for which the waiver is sought is minimal; and

(iv) The extent to which such information subject to the waiver may be a basis for derivative classification in future documents.

(2) If there is some other basis to conclude that the potential benefits of portion markings are clearly outweighed by the increased administrative burdens, a letter to the Department Security Officer from the Security Programs Manager should be submitted setting forth the circumstances.

(3) The Director of the Information Security Oversight Office shall be notified by the Department Security Officer of any waivers.

#### § 17.57 Subjects and titles of documents.

Subjects or titles of classified documents must be marked with the appropriate symbol, “(TS),” “(S),” “(C),” or “(U)” and shall be placed immediately to the right of such subjects or titles. When applicable, other appropriate symbols, e.g., “(RD)” and “(FRD),” shall be added. Every effort should be made to use unclassified titles or subjects. However, if a title or subject requires classification, an unclassified identifier may be assigned to facilitate reference.

#### § 17.58 Files, folders or groups of documents.

Files, folders or groups of documents shall be marked conspicuously according to the highest classification of any classified document included therein. Document cover sheets may be used for this purpose.

#### § 17.59 Transmittal documents.

A transmittal document shall carry on its face a prominent notation as to the highest classification of the information transmitted with it and a legend showing the classification, if any,

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of the transmittal document standing alone. For example, an unclassified document that transmits a classified document shall bear a notation substantially as follows: “UNCLASSIFIED WHEN CLASSIFIED ENCLOSURE IS REMOVED.”

#### § 17.60 Messages.

It is recognized that marking some electronically transmitted classified messages poses serious technical problems, requiring certain exceptions. However, every reasonable effort shall be made to mark such messages consistent with the provisions of this subpart. Message abbreviations examples are included in § 17.66.

#### § 17.61 Translations.

Translations of U.S. classified information into a language other than English shall be marked to show the United States as the country of origin, with the appropriate U.S. classification markings and the foreign language equivalent.

#### § 17.62 Markings on special categories of material.

(a) Security classification and declassification instructions assigned by the classifier shall be consistent with § 17.51. In addition to use of a stamped marking, classification levels may be printed, written, painted, or affixed by means of a tag, sticker, decal or similar device, on classified material other than paper copies of documents, with preference given to the most durable.

(b) If marking the material or container is not practicable, written notification of the security classification and declassification instructions shall be furnished to recipients. The following procedures for marking various kinds of material containing classified information are not all inclusive and may be varied to accommodate the physical characteristics of the material containing the classified information as well as organizational and operational requirements.

#### § 17.63 Charts, maps and drawings.

Charts, maps and drawings shall bear the appropriate classification marking under the legend, title block or scale,